



Special Investigator

8612 – 1PB03

Department(s): California Department of Human Resources
California State Auditor's Office
Department of Consumer Affairs
Department of Fair Employment & Housing
Department of Food & Agriculture
Department of Industrial Relations
Department of Insurance
Department of Managed Health Care
Department of Pesticide Regulation
Department of Public Health
Department of Real Estate
Department of State Hospitals
Department of Toxic Substances Control
Department of Transportation
Emergency Medical Services Authority
Fair Political Practices Commission
Public Employees Retirement System
State Compensation Insurance Fund
State Personnel Board

Opening Date: 3/14/2011

Final Filing Date: Continuous

Type of Examination: Multi-departmental Open

Salary: \$3,902.00 to \$5,899.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment at any time.

Once you have taken the Qualifications Assessment, you may not retake it for nine (9) months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

Please note: The Special Investigator list may be used as an appropriate by departments to fill vacancies in the following comparable classifications:

Deputy Commissioner, Real Estate

Senior Deputy Commissioner, Real Estate

Insurance Investigator

Associate Insurance Investigator

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

EITHER 1

Equivalent to graduation from an accredited college/university with either a:

- (1) Major in criminal justice, law enforcement, criminology, or business or public administration. **or**
- (2) Minor in criminal justice, law enforcement, criminology, business, or public administration with evidence that the following courses have been completed: introduction to criminal justice, introduction to criminal law, basic investigation, evidence, criminal procedure, philosophy of law, accounting, finance, real estate, and an internship. (Students in their senior year in college will be admitted to the examination, but they must produce evidence of graduation or its equivalent before they can be

considered eligible for appointment.)

OR 2

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, police science, or business or public administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

Experience: Two years of experience as a police detective or as an investigator performing comparable investigative work in a public or private agency or in the armed services.

OR 3

Education: Equivalent to completion of two years of college with a major in criminal justice, law enforcement, criminology, police science, or business or public administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **and**

Experience: One year of experience in the California State service performing duties at a level comparable to those of Investigator Assistant or Special Investigator Assistant, or in an investigation assignment in the class of Management Services Technician, Range B. (Applicants who have completed six months of service in the class of Investigator Assistant, Special Investigator Assistant, or Management Services Technician, Range B, will be admitted into the examination, but they must satisfactorily complete one year of experience in the class before they can be considered eligible for appointment.)

ADDITIONAL DESIRABLE QUALIFICATIONS

In addition to possessing the above requirements, Special Investigators may be required to meet the following department-specific requirements prior to appointment into a position with that department:

Real Estate, Department of: Equivalent to graduation from college with specialization in Real Estate, Law, Finance, Public Administration, or Business Administration, and two years of experience in one of the following areas: sale or exchange of farm, residential, or business properties; and/or negotiating for real estate loans in a bank, realty office, or savings and loan bank.

POSITION DESCRIPTION

The Special Investigator is a deep class with three alternate ranges. Responsibilities include, but are not limited to, conducting independent criminal, civil, and/or administrative investigations to detect or verify suspected violations or provisions of Federal, State, and/or local laws, rules, or regulations; obtaining and verifying evidence to support administrative action, conferences, and/or prosecution; determining type of case and developing investigation plan; conducting and completing investigations; maintaining accurate master investigation case files; providing technical assistance and training to others; cooperating with and securing the assistance of Federal, State, and local law enforcement agencies; preparing clear, concise, and accurate documents and reports detailing investigation activities and findings; and performing other related duties.

Investigation responsibilities at Range B are expected to be more complex and require broader knowledge and application of investigative techniques and procedures. Incumbents conduct the complex criminal, civil, and/or administrative investigations to detect or verify suspected violations of laws, rules, or regulations; locate and interview witnesses and persons suspected of violations; obtain and present facts and evidence to support administrative action, conferences, and/or prosecution; prepare and/or obtain search warrants; serve subpoenas, inspection warrants, and/or other official legal

papers; and perform other related duties.

At Range C, incumbents (1) lead or review the work of a small staff of Special Investigators in the performance of field investigations; detect or verify suspected multiple violations of laws, rules, or regulations; (2) have independent responsibility to oversee an entire investigative operation or project; (3) independently conduct the most difficult and complex investigations and participate in multi-agency investigations or assignments; and/or (4) in an investigatory program, perform program or policy development and interpretation duties which specifically require investigatory expertise.

EXAMINATION INFORMATION

QUALIFICATIONS ASSESSMENT – Weighted 100.00%

The examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Qualifications Assessment.

[Click here to preview the Qualifications Assessment questions.](#)

KNOWLEDGE AND ABILITIES

QUALIFICATIONS ASSESSMENT SCOPE:

Knowledge:

1. Knowledge of the basic rules of grammar of the English language to effectively communicate verbally to a variety of audiences.
2. Knowledge of the principles of clear and concise writing (e.g., proper spelling and grammar of the English language) when preparing and/or reviewing written materials.

Abilities:

1. Ability to understand how written laws, policies, and codes relate to case investigations and prosecution.
2. Ability to be flexible in investigative duties or work activities.
3. Ability to completely and accurately record pertinent information.
4. Ability to act independently with minimal supervision to complete investigative duties and work activities.
5. Ability to use various software programs in order to prepare correspondence and reports.
6. Ability to verbally communicate in a clear, concise, and effective manner with diverse audiences (e.g., the public, supervisors, co-workers, judges, district attorneys).
7. Ability to organize and manage time effectively during the course of work activities or investigations.

In addition to possessing the knowledge above, Special Investigators may be required to possess the following department-specific knowledge:

Insurance, Department of: Knowledge of general insurance principles, practices, procedures, and terminology; general insurance and contract law, the Insurance Code, related statutes, and court decisions; and accounting principles and procedures.

Real Estate, Department of: Knowledge of the laws, rules, and regulations pertaining to real estate research, enforcement, licensing, subdivision, and recovery.

BENEFITS

- Employer/employee paid health and dental insurance
- Employer paid vision insurance
- Paid Vacation/Sick/Annual Leave Benefits
- 10 paid holidays
- Employer paid disability insurance
- Defined Benefit Retirement Program (upon vesting)
- Employee paid deferred compensation program (401K and 457)
- Flexible work schedules and work hours
- Pre-tax reimbursement for medical care, child care, and parking programs
- Employee Assistance Program
- Career development/professional advancement

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

MINIMUM AGE

Minimum age for appointment: 21 years

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866 844-8671

California Relay Service: (7-1-1)

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GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, CALHR offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [here](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 11/03/15

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored.

[Click here to go to the Qualifications Assessment.](#)